(Please do not alter the font/layout settings)

English Template for Gengo Kenkyu:

Subtitle, subtitle, and subtitle

(The author’s name should not appear in the file)

Keywords: language, linguistics, general linguistics, grammar, meaning (Up to five)

(The body text begins here)

# Style

## On the template

This is an English-language template for Microsoft Word based on the style guide of Gengo Kenkyu. It is requested to use this template when preparing a manuscript to be submitted to the journal.

This template is supposed to be used without modification to the present layout settings such as margins, font size, and line spacing. For the details see section 1.3 below.

Manuscripts in any format other than Microsoft Word should follow this template.

(Insert a blank line between sections)

## How to use the template

This template uses Microsoft Word’s systematic Styles feature. The built-in styles (Ribbon > Home > Styles) cover most of the fundamental elements of a linguistic manuscript such as section headings, minimizing the need for ad-hoc text styling. For example, the Strong style gives **bold sans-serif** font. Note that this does not rule out individual font styling by way of the Font feature.

Similarly, the styles labeled as Headings 1–5 give automatically numbered section titles (1, 1.1, 1.1.1, …). This makes the structure of the manuscript readable for the dynamic outline features of Microsoft Word such as Outline View and Cross-reference. Note again that this is not meant to discourage the authors from numbering section titles manually.

## Length and font size

This template is intended to conform to the style guide, which states that the word count of a manuscript in the Roman alphabet should be around 350 words per page. The template’s layout settings such as font size and character/line spacing should not be modified either in the body text or in the references/abstracts/notes.

According to the style guide, the maximum number of pages is the following: 40 pages for a research paper, 15 pages for forum, 20 pages for a review article, 10 pages for a book review. These page counts include all figures, tables, references, abstracts, and notes.

The text in the Roman alphabet should be in Times New Roman, 11 points. Smaller fonts should not be used in any part of the manuscript.

## Notes and citations

### Notes

Notes should appear at the end of the text.[[1]](#endnote-2) To put a note using Microsoft Word’s built-in endnote feature, select Ribbon > References > Insert Endnote.[[2]](#endnote-3) It is also possible to insert subscripted note numbers and endnote texts manually.[[3]](#endnote-4)

### Citations

All the materials mentioned in the manuscript should be listed in the bibliography. The reference list should not include any uncited material. Citations should be made in the body text whenever possible; avoid putting a note only for the purpose of citation.

See the style guide for the format of the references; as examples, this template cites Sakuma (1941) and Postal (1970) as journal articles, Kindaichi (1955) and Kiparsky (1968) as articles in collections, Bickel et al. (2015) and LSJ (2017) as online resources, respectively.

## Linguistic examples

See the style guide for the formatting of linguistic examples. Although this template includes a built-in style for numbered examples, it may not be very helpful because it does not provide any automatic styling.

The following glossed examples follow Leipzig Glossing Rules (Bickel et al. 2015). Abbreviations in the glosses should be defined separately, typically in a note[[4]](#endnote-5) or after the body text.

(Insert a blank line before and after examples)

1. Tarō=wa kotosi ronbun=o san-bon kai-ta.  
   Taro=top this.year article=acc three-nq write-pst  
   ‘Taro wrote three papers this year.’
2. a. Diné bi-zaad yá’át’ééh.  
    man 3poss-word be.good:3sg   
    ‘The Navajo language is good.’

b. Bilagáana bi-zaad ałdó’ yá’át’ééh.  
 white.man 3poss-word algo be.good:3sg   
 ‘English is also a good language.’

(Goossen 1995: 5)

The style guide also provides a guideline on the romanization of non-Roman alphabet languages.

## Tables and figures

The original A4-size manuscript will eventually be reduced to the size of 115 mm (width) x 185 mm (height). Tables and figures in the draft will therefore be shrinked accordingly; make sure that tables and figures remain readable in the printed version.

### Example of a table

Tables should be numbered; the caption should be placed above the table.

Table 1 Example of a table (modified from Goossen 1995: 4)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *nishłį́* | ‘I am’ | *niidlį́* | ‘we two are’ | *daniilį́* | ‘we three are’ |
| *nílí* | ‘you are’ | *nohłį́* | ‘you two are’ | *danohłį́* | ‘you three are’ |
| *nilį́* | ‘he/she/it is’ | *nilį́* | ‘they two are’ | *danilį́* | ‘they three are’ |

### Example of a figure

Figures should be numbered; the caption should be placed below the figure.

Figure 1 Example of a figure

NP

S

John *i*

VP

V

NP

himself *i*

idealizes

Images should have a resolution suitable for printing.

References

Bickel, Balthasar, Bernard Comrie, and Martin Haspelmath (2015) The Leipzig Glossing Rules: Conventions for interlinear morpheme-by-morpheme glossses. https://www.eva.mpg.de/ lingua/pdf/Glossing-Rules.pdf [accessed August 2020].

Goossen, Irvy W. (1995) Diné bizaad: Speak, read, write Navajo. Flagstaff, Arizona: The Salina Bookshelf.

Kindaichi, Kyōsuke (1955) Ainu-go [Ainu]. In: Sanki Ichikawa and Shirô Hattori (eds.) Sekai gengo gaisetu [An overview of world languages], vol. 2, 727–749. Tokyo: Kenkyūsha.

Kiparsky, Paul (1968) Linguistic universals and linguistic change. In: Emmon Bach and Robert T. Harms (eds.) Universals in linguistic theory, 171–202. New York: Holt, Rinehart & Winston.

LSJ (The Linguistic Society of Japan) (2017) Gengo Kenkyū sippitu yōkō. http://www.ls-japan.org/ modules/documents/LSJpapers/j-gkstyle2017.pdf [accessed August 2020].

Postal, Paul (1970) On the surface verb “remind”. Linguistic Inquiry 1: 37–120.

Sakuma, Kanae (1941) Kōbun to bunmyaku [Construction and context]. Gengo Kenkyu 9: 1–16.

Abstract

Abstracts in Japanese and English should be added at the end of the file regardless of the language of the body text. The abstracts should not be more than 400 characters (Japanese) or 20 lines (English) long.

要旨

本文の言語にかかわらず，末尾に日本語と英語の要旨をつけます。日本語要旨は400字以内，英語要旨は20行以内である必要があります。

Notes

1. In the published version, the notes will be set as footnotes instead of endnotes. [↑](#endnote-ref-2)
2. Notes made by way of the Insert Endnote feature appear here. [↑](#endnote-ref-3)
3. This template has Endnote Reference (GK) style for superscripted note numbers. [↑](#endnote-ref-4)
4. E.g., 3 = third person; acc = accusative; nq = numeral quantifier; poss = possessor; pst = past; sg = singular; top = topic marker. [↑](#endnote-ref-5)